

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JAMES B. HUNT JR.
GOVERNOR

P.O. BOX 25201, RALEIGH, N.C. 27611-5201

E. NORRIS TOLSON
SECRETARY

April 29, 1998

Memorandum To: Distribution A

From: Becky Keith *JBK*
Personnel Director

Subject: Procedures for Repost of Vacancy Positions

On March 16, 1998 you received a memorandum explaining the procedures for posting and filling positions.

We have had additional questions concerning #8 of this memorandum. We have been asked to provide explanation on the procedures for processing the package of a reposted position. The following procedures apply to this situation:

When a position is reposted, all applicants for the first posting should be notified by letter that the position is being reposted and that their application will be considered in the second posting of applicants. This does not mean you should place the actual application in the reposted package of applications; it only means both the 1st and repost package of applications will be considered when determining who will be interviewed and selected to fill the position.

We are changing #8 of the previous memorandum to read as follows:

8. When the repost is sent in to the Qualifications Review Section, you do not need to send in the 1st group of applications since they have already been evaluated and you have a Qualification Evaluation Report for them. You do need to identify on the QER "1st Posting" and we will identify the repost on the QER when we complete our evaluation. When you make your recommendation for the position and send in the final package, you will then send in both the 1st posting and the repost applications at that time.

If you have additional questions concerning this procedure, please call June Lanier at (919) 715-9836.

cc: June Lanier

